

**BOARD OF SELECTMEN MEETING
MONDAY, AUGUST 10, 2015
6:30PM AT TOWN OFFICE BUILDING
240 SPRINGFIELD STREET, WILBRAHAM, MA
MINUTES**

PRESENT: Chairman Robert J. Boilard (presiding); Selectmen Susan C. Bunnell and Robert W. Russell; Town Administrator Nick Breault and Candace Ouillette Gaumont, Administrative Assistant to the TA/BOS.

EXECUTIVE SESSION

To Conduct Strategy Sessions in Preparation for Contract Negotiations with Non-Union Personnel; to Discuss Strategy with Respect to Collective Bargaining; and to Consider the Purchase, Exchange, Lease or Value of Real Property

Chairman Boilard opened the meeting. He then called for a motion to go into executive session.

MOTION: Made (Bunnell) and seconded (Russell) to go into executive session to conduct strategy sessions in preparation for contract negotiations with non-union personnel; to discuss strategy with respect to collective bargaining, and to consider the purchase, exchange, lease, or value of Real Property; and upon conclusion, return to general session. Approved by each Selectman voting affirmatively in a roll call vote; (Boilard, yes; Bunnell, yes, and Russell, yes.) Approved 3-0.

PLEDGE OF ALLEGIANCE

Chairman Boilard welcomed all to the Selectmen's meeting. The audience joined the Selectmen in saying the Pledge of Allegiance.

Announcement in Accordance with MGL C. 30A, S. 20E

Upon return from executive session, Chairman Boilard announced, in accordance with Massachusetts General Law Chapter 30(A), Section 20 (e), that the Board of Selectmen meeting is being recorded by Wilbraham Public Access. He then asked if there was anyone present who was also recording this meeting. No one in audience indicated that a recording was being conducted tonight. Chairman Boilard asked that the minutes reflect as such.

APPOINTMENTS WITH THE BOARD

Notification of a Proposed Addition to a Play Structure at the Wilbraham Children's Museum's Playground Colleen Mumpher, President of the Wilbraham Children's Museum

Mrs. Mumpher and Lisa Chapline, Vice President of the Wilbraham Children's Museum, joined the Selectmen at the front of the room. Mrs. Mumpher informed the Selectmen that there is a play structure at the Children's Museum, in the back of the building, that was dedicated to a girl who passed away in 1985. She stated that the play structure needs to be repaired and explained. Mrs. Chapline passed out pictures of the structure to the Selectmen. Mrs. Mumpher mentioned that a sufficient amount of monies was raised to fix the play structure. So much so, the Wilbraham Children's Museum would like to add an open garage edifice to the play structure so kids can ride their play cars through it. She explained the design, which would be open on three sides and accessible for handicapped children. Selectman Bunnell asked if the amount of fund raising covered the cost of this addition to the structure. Mrs. Mumpher stated yes. She also mentioned a contractor offered to get a portion of the materials donated as well. It was noted that there are a team of volunteers scheduled to paint the structure.

Chairman Boilard asked if there were any questions. None were offered. Chairman Russell vocalized his appreciation for all Mrs. Mumpher and Mrs. Chapline's hard work. He then asked who the contractor was. Mrs. Mumpher and Mrs. Chapline responded to the question.

MOTION: Made (Bunnell) and seconded (Russell) to approve the Wilbraham Children's Museum's proposal to add an addition to a play structure, located at the Wilbraham Children's Museum's Playground, 678 Main Street, Wilbraham. Approved 3-0.

Materials referenced: Memo, dated July 14, 2015, submitted by C. O. Gaumont, Administrative Assistant to the Town Administrator and Board of Selectmen and accompanying documents received by C. Mumpher, President, Wilbraham Children's Museum, relative to the addition to the play structure.

Firefighter/EMT Candidate Finalist Interviews

Chairman Boilard announced that there are two vacancies in the fire department for the positions of Firefighters/EMTs. He stated that there were eighty-eight candidates, who applied for the vacant positions. He then announced that the Board of Selectmen will conduct the interviews tonight of the four finalists.

- Jeff Kristek

Chairman Boilard informed the candidate that the interview is being broadcasted live by Wilbraham Public Access. He then asked the candidate to introduce himself. Mr. Kristek shared that he was born in South Hadley; and grew up working on a farm. He provided his professional background as to how he began working for a Fire Department; and shared his first experience responding to a car accident. At that point, he knew that this was the field he wanted to work in. Mr. Kristek also informed that he enlisted in the U. S. Air Force in October, 2007. He was deployed twice in his career. Upon completing his tour of duty, he joined a Fire Department and attended the Fire Academy. Mr. Kristek was promoted to Lieutenant at the Fire Department he works for. He shared that he continues to take educational courses relative to this field. He received an Associate Degree from Greenfield Community College and transferred to the University of Massachusetts – Amherst. Currently, he is scheduled to take the paramedic course at American Medical Response (AMR), where he will achieve his paramedic certification in the next year and half.

Chairman Russell asked the following question: (scenario) you respond to a 911 call, when you get to the residence the husband, in obvious distress, argues with his wife that nothing is wrong, while his wife insists he is having a heart attack and he be checked out and go to the hospital. How do you handle the situation? Mr. Kristek responded that he would advocate for the patient. He further added that if the patient is showing symptoms of a heart attack, he would try to convince him to go to the hospital. He mentioned that he would use the wife to an advantage to convince the patient to go to the hospital. He will take vitals if the patient allows vitals to be taken. Mr. Kristek mentioned that he works full time at AMR; and explained what his response would be from his own experience of how this scenario works and how he handled it.

Chairman Russell asked the following question: How would you handle a situation where a co-worker consistently performs at minimum level requiring you to pick up the slack? Mr. Kristek acknowledged that as an entry level firefighter, it is not his job to supervise. He shared that he would approach his co-worker first to discuss the issue. After the discussion with his co-worker, if the co-worker is still not following suit, he would encourage and motivate his co-worker to pick up the slack. However, if the issue came to the point of jeopardizing safety, he would bring the matter to his superior.

Selectman Bunnell asked the following question: You are on an ambulance and are the only paramedic. Your co-worker is an EMT-I but has more seniority. While on location during the call the EMT-I is assuming the role of the supervisor. What do you do? Mr. Kristek explained that in his experience that particular scenario happens quite a bit. He then informed that as a paramedic, the paramedic's level of care is at a higher level than the EMT-1. However, in that situation, he would perform the medical skills required and advocate for the patient.

Selectman Bunnell asked: Give us an example of when you believe that you went "beyond the call of duty" from a customer service standpoint. What motivated you to do it? Mr. Kristek shared his experience at a job in which Christmas Trees were cut. On this one particularly occasion, while working, he offered to deliver a Christmas Tree to an elderly woman's house because she had no way to get the tree home.

Chairman Boilard asked the following question: The position we offer is a Firefighter but also an Emergency Medical Technician. Which part of the job do you prefer and why? What skills are needed more in one, and in the other, in both? Which are you better at? Mr. Kristek stated that he enjoys doing both jobs; and explained why. Chairman Boilard asked if more skills are involved in the EMT side or fire service. Mr. Kristek vocalized EMT and, again, explained his opinion. However, he did not acknowledge that in fire services things are constantly changing such as training and equipment. Chairman Boilard asked Mr. Kristek which job he thinks he is better at. He responded that he performs EMT more often than firefighter. However, he is a training officer in the fire service field so he does stay up to date on the latest trainings and developments in the field.

Chairman Boilard asked the following question: You are a probationary firefighter and feel that your captain is assigning you too many unimportant tasks. What do you do? Mr. Kristek emphasized that as a probationary

firefighter, it is not his job to decide the task. He stated that it would be his job to follow orders. Mr. Kristek indicated that he would do as he was told.

Chairman Boilard inquired, considering the length of time it took to apply and interview for this position, if Mr. Kristek had other opportunities forwarded to him as of this date. Mr. Kristek replied no. Selectman Russell asked Mr. Kristek if there were any questions the Selectmen did not ask that he would like to answer. Mr. Kristek responded.

- Derrick Merrill

Chairman Boilard informed Mr. Merrill that the meeting was being broadcasted live by Wilbraham Public Access. He then asked Mr. Merrill to introduce himself. Mr. Merrill shared his educational, personal and professional background with the Selectmen. He grew up in Hampden and is a graduate of Minnechaug Regional High School. He wanted to give back to his community and so joined the Hampden Fire Department. He then went on to obtain his Fire I and II Certification at the Fire Academy. He has 150 hours of extracurricular training. Mr. Merrill also informed that he has EMT Basic Certification through AMR. He is motivated to be a Wilbraham firefighter; and anticipates graduating from the classroom this October. He stated by early Spring he should have his certification in hand.

Chairman Russell asked the following question: (scenario) you respond to a 911 call, when you get to the residence the husband, in obvious distress, argues with his wife that nothing is wrong, while his wife insists he is having a heart attack and he be checked out and go to the hospital. How do you handle the situation? Mr. Merrill explained that he would obtain the patient's medical history and make a patient assessment. If the patient presents signs of a heart attack, he would encourage a trip to the hospital. He indicated that he would remain calm, cool and collective so as to not raise the patient's tempers. If the patient is willing and would allow, he would utilize a twelve lead to assess if a heart attack was occurring. He would try to assist to calm the situation between the husband and wife and make a good patient assessment.

Chairman Russell asked the following question: How would you handle a situation where a co-worker consistently performs at minimum level requiring you to pick up the slack? Mr. Merrill answered that if someone was not performing up to standard, and was at the same rank level, he would discuss the matter with the person in a smart and logical manner so as to try and come to an understanding. He mentioned that if possible he would help work the problem out. He expressed supporting team work.

Selectman Bunnell asked the following question: You are on an ambulance and are the only paramedic. Your co-worker is an EMT-I but has more seniority. While on location during the call the EMT-I is assuming the role of the supervisor. What do you do? Mr. Merrill answered that it does not matter who is in a supervisory role as long as things are getting done. He emphasized the importance of teamwork. He acknowledged that paramedics need to lead; however, if the EMT has a good rapport with the patient it comes down to patient care and comfort as the most important criteria in this scenario.

Selectman Bunnell asked: Give us an example of when you believe that you went "beyond the call of duty" from a customer service standpoint. What motivated you to do it? Mr. Merrill shared that he came into the field to be a fireman because he enjoys helping people. He mentioned an incident when he aided an elderly person at the hospital; and used his own personal cell phone to call the man's relatives to inform them of the situation.

Chairman Boilard asked the following question: The position we offer is a Firefighter but also an Emergency Medical Technician. Which part of the job do you prefer and why? What skills are needed more in one, in the other, in both? Which are you better at? Mr. Merrill acknowledged that in the beginning of his career, he just wanted to be a fire fighter. Yet, he discovered that once he got involved and attended paramedic school, he enjoyed that aspect of the job. Chairman Boilard asked Mr. Merrill if more skills are needed for EMT or fire services. He responded that skills in both jobs go hand-in-hand with safety on both sides of the spectrum. Chairman Boilard asked Mr. Merrill which he job did he feel that he was better at. Mr. Merrill stated fire because of his passion for the field and the amount of hours studying fire services.

Chairman Boilard asked the following question: You are a probationary firefighter and feel that your captain is assigning you too many unimportant tasks. What do you do? Mr. Merrill responded that he would do the tasks to the best of his ability. He acknowledged that the fire department has structure for a reason. He also stated that he would have to put in the work first.

Chairman Boilard acknowledged that there has been a relatively long length of time since Mr. Merrill applied for the position. For this reason, Chairman Boilard asked Mr. Merrill if there are any other opportunities that he is currently exploring. Mr. Merrill responded that he has not searched for any other opportunities. Selectman Russell then asked Mr. Merrill if there was a question that was not asked that he would like to answer or something he would like to share about himself. Mr. Merrill did not have anything to offer.

- Andrew Nothe

Chairman Boilard informed the candidate that the interview was being broadcasted live by Wilbraham Public Access. He then asked Mr. Nothe to introduce himself. Mr. Nothe shared that he lives in the Town of Monson; and has worked for the Monson Fire Department for the past five years. He highlighted his professional background. He has worked in fire services since he was sixteen years old. He currently serves as a Lieutenant. He obtained his EMT Certification while in high school. He is a graduate of the Fire Academy; and continues to take courses. Currently, Mr. Nothe is studying to become a paramedic at Springfield College. He only has the clinical and testing portion of his course work to do to complete his paramedic certification. Mr. Nothe informed that he has always wanted to be part of the Fire Department. It was his dream growing up, having been around the Fire Department. He has worked mutual aid with the Wilbraham Fire Department. He also mentioned that he has the experience and professionalism. He made further comment.

Chairman Russell asked the following question: (scenario) you respond to a 911 call, when you get to the residence the husband, in obvious distress, argues with his wife that nothing is wrong, while his wife insists he is having a heart attack and he be checked out and go to the hospital. How do you handle the situation? Mr. Merrill responded that with any 911 or dispatch call, he would run a couple scenarios in his head as to what could be causing the symptoms the patient was experiencing. He would assess what would create chest pain and what one would do for each potential cause of chest pain. Mr. Nothe would bounce these ideas off his partner while on the ride to the residence. Upon arrival at the residence, Mr. Nothe would get a general impression of the patient and determine if the patient needs to go immediately to the hospital or if the patient can wait at the residence while Mr. Nothe assesses his medical situation. He would take the patient's vital signs and put on a cardiac monitor lead. If it is determined that the patient is having a heart attack, Mr. Nothe would transport the patient to the hospital.

Chairman Russell asked the following question: How would you handle a situation where a co-worker consistently performs at minimum level requiring you to pick up the slack? Mr. Nothe answered that he would talk with his co-worker about the situation. If that did not work out, then he would go to Shift Commander about the situation. He verbally expressed that it is not fair to do all work if a co-worker is slacking.

Selectman Bunnell asked the following question: You are on an ambulance and are the only paramedic, your co-worker is an EMT-I but has more seniority. While on location during the call the EMT-I is assuming the role of the supervisor. What do you do? Mr. Nothe answered that he would have to listen to the supervisor and follow orders. He acknowledged that the paramedic is the highest level care giver operating at the scene; and first and foremost, patient care is the priority.

Selectman Bunnell asked: Give us an example of when you believe that you went "beyond the call of duty" from a customer service standpoint. What motivated you to do it? Mr. Nothe claimed to go above the call of duty for customer service in every 911 call he attended to. He further added that he gives a 110% of his knowledge to every patient he provides service to on every call.

Chairman Boilard asked the following question: The position we offer is a Firefighter but also an Emergency Medical Technician. Which part of the job do you prefer and why? What skills are needed more in one, in the other, in both? Which are you better at? Mr. Nothe answered firefighter. He shared that it has been his dream forever to be a firefighter. However, when he got involved in providing EMT services, he began to really enjoy this aspect of the job more and more. He acknowledged that there are a lot less fire calls than emergency medical calls. Chairman Boilard then asked what skills are needed more for one than the other service. Mr. Nothe responded that

both job skills are equally important. Chairman Boilard asked which job Mr. Nothe was better at. He stated that it's an equal playing field; however, he has more experience in fire services because of the length of time he has been involved in that field.

Chairman Boilard asked the following question: You are a probationary firefighter and feel that your captain is assigning you too many unimportant tasks. What do you do? Mr. Nothe stated that tasks being assigned are a part of the probationary period for a new firefighter. He added that you have to do the tasks assigned. You have to do what you are told.

Chairman Boilard verbalized that the interview process was conducted over a long span of time. He then asked Mr. Nothe if he has received any offers or is seeking employment elsewhere. Mr. Nothe stated no; Wilbraham is the only place he would like to work. Selectman Russell then asked Mr. Nothe if there were any questions the Selectmen didn't ask him that he would like to answer. Mr. Nothe responded no.

- Jonathon Schwaiger

Chairman Boilard informed the candidate that the interview was being broadcasted live by Wilbraham Public Access. He then asked Mr. Schwaiger to introduce himself. Mr. Schwaiger provided an overview of his personal and professional background, which included working in Goshen Fire Department for several years as a firefighter and EMT. He mentioned that he did research about the Wilbraham Fire Department. He learned that Wilbraham is a good community. He also shared that he likes to bake and ballroom dance as extracurricular activities.

Chairman Russell asked the following question: (scenario) you respond to a 911 call, when you get to the residence the husband, in obvious distress, argues with his wife that nothing is wrong, while his wife insists he is having a heart attack and he be checked out and go to the hospital. How do you handle the situation? Mr. Schwaiger explained that he would introduce himself and assess how the conversation is going between the wife and husband to determine if backup assistance would be required. He would then evaluate the patient by collecting medical history and hooking up the cardiac monitor to the patient to determine if a heart attack is occurring. Mr. Schwaiger stated that if cardiac monitor illustrated that a heart attack was occurring, he would use that information to encourage the patient to go to the hospital. Mr. Schwaiger would contact the hospital to provide the patient's information. Mr. Schwaiger noted that if the patient refused to go to the hospital, which is his right, he would obtain the patient's signature to show that he refused to be taken to the hospital. He would also provide follow up care information to the patient and let him know that he can call 911 again for assistance.

Chairman Russell asked the following question: How would you handle a situation where a co-worker consistently performs at minimum level requiring you to pick up the slack? Mr. Schwaiger stated that he would get to know his co-worker, to see if there is something occurring in his/her personal life or at work so as to offer help to him/her. If continues tell superior and then see what he does from there.

Selectman Bunnell asked the following question: You are on an ambulance and are the only paramedic, your co-worker is an EMT-I but has more seniority. While on location during the call the EMT-I is assuming the role of the supervisor. What do you do? Mr. Schwaiger responded that the paramedic is in charge of patient care. If the EMT disagrees with the paramedic, it would present a difficult situation; however, Mr. Schwaiger would assume care of the patient. He would speak with the EMT after the situation is resolved and then, if need be, the senior officer on duty. Mr. Schwaiger acknowledged that patient care comes first above all else.

Selectman Bunnell asked: Give us an example of where you believe that you went "beyond the call of duty" from a customer service standpoint. What motivated you to do it? Mr. Schwaiger highlighted a recent call he took in his job in the City of Chicopee, where he works for an ambulance service. The patient did not want to go to the hospital and remained seated on her lawn. She refused because she had no health insurance. Mr. Schwaiger remained in talked with the patient, offering her other options while he provided care to her. According to Mr. Schwaiger, he was on the scene for quite a while.

Chairman Boilard asked the following question: The position we offer is a Firefighter but also an Emergency Medical Technician. Which part of the job do you prefer and why? What skills are needed more in one; in the other, in both? Which are you better at? Mr. Schwaiger verbalized that it is hard to separate the two positions because the positions go hand-in-hand. He admitted that he has a lot of experience in emergency medical services;

and enjoys teaching and paramedic science. He stated that he enjoys it, but has been in the fire service field longer. Chairman Boilard asked Mr. Schwaiger which skill set is more important than the other. Mr. Schwaiger, again, noted that the skill sets go hand-in-hand. Chairman Boilard asked which job Mr. Schwaiger enjoys more. Mr. Schwaiger answered that he enjoys firefighter more.

Chairman Boilard asked the following question: You are a probationary firefighter and feel that your captain is assigning you too many unimportant tasks. What do you do? Mr. Schwaiger stated that as a probationary firefighter one would do more jobs. He stated that he did not mind. He would stick with it and demonstrate that he enjoys and wants his job.

Chairman Boilard confessed that the interview process for this position has been lengthy. For that reason, Chairman Boilard asked Mr. Schwaiger if another position or opportunities been afford to him. Mr. Schwaiger stated that he interviewed with the Longmeadow Fire Department. However, there are no further interviews scheduled.

Selectman Russell asked Mr. Schwaiger if there were any questions the Selectmen did not ask that he would like to answer. Mr. Schwaiger admitted that he thought of a couple questions, such as why would he want to work for the Town of Wilbraham as well as why his fire service experience was longer than his EMT experience. He, again, briefly provided his professional background and history. He exclaimed that he felt this would be a good fit for him and the Town. He recognized that Wilbraham is a good community and is supportive of the fire services.

Selectman Russell invited Deputy Fire Chief David Bourcier and Fire Commissioners, Edward Rigney and Gary Petzold, Chairman of the Board of Fire Commissioners. Chairman Boilard vocalized that the Selectmen slowed the process down because the Board wanted to get an overall view of the interview and evaluation process of the candidates to understand how these final candidates are selected to meet with the Board of Selectmen. Chairman Boilard apologized for the delay in the process this caused. Commissioner Rigney acknowledged that there are a lot of moving parts to the interviewing and evaluation process. Deputy Fire Chief Bourcier expressed being happy with the Board of Selectmen's diligence in this process because in the end the Fire Department and Town want the very best candidates in the Wilbraham Fire Department.

Selectman Bunnell offered her choices of the candidates by rank, which are: Mr. Kristek (1st choice); Mr. Nothe (2nd choice), Mr. Schwaiger (3rd choice) and Mr. Merrill (4th choice). Selectman Russell offered his rank of the candidates, which was: Mr. Nothe (1st choice); Mr. Kristek (2nd choice), Mr. Schwaiger (3rd choice) and Mr. Merrill (4th choice). Chairman Boilard stated that he tries chose the best candidate by assessing his or her mannerisms and how he or she handles themselves during the interview. He pointed out that three of the candidates stood out to him as result of their eye contact between all the Selectmen. Those candidates are Mr. Nothe, Mr. Merrill and Mr. Schwaiger. However, Chairman Boilard felt that Mr. Kristek had the best demeanor out of all the candidates. He is in agreement with Selectman Bunnell's choices and ranking of the candidates. He also mentioned that Mr. Kristek and Mr. Nothe both interjected he and she in responding to questions relative to co-workers and supervisors.

Chairman Boilard asked if the Selectmen, Deputy Fire Chief and Fire Commissioners were comfortable with the appointment of Mr. Kristek and Mr. Nothe. Commissioner Rigney pointed out that it fell in alignment with their ranking of the candidates. Discussion ensued. Selectman Bunnell commended the collection rates of ambulance fund. Deputy Fire Chief credited Lena McCaffrey, Administrative Assistant, and Maria Gildea, Ambulance Billing Clerk, for the collection rates of the ambulance fund.

MOTION: Made (Bunnell) and seconded (Russell) to appoint Jeffrey Kristek and Andrew Nothe to the positions of Firefighters/EMTs contingent on satisfactory completion of background checks and physical agility testing; and hire dates to be determined by the Fire Chief. Approved 3-0.

Materials Referenced: Draft Interview Questions submitted by N. Breault, Town Administrator; Candidates' cover letters, resumes, applications and evaluation sheets as submitted by H. Dane, Human Resource Coordinator.

Approval New Annual Food Establishment Permit & Common Victualer License – Arman's Deli, 2341 Boston Rd. Mikel Setian, owner of Arman's Deli, was present for the discussion. Chairman Boilard asked Mr. Setian to inform the Board of what he is doing. Mr. Setian explained that this is a new venture for him in his professional career. He proposed to have the same type of deli business as what was there before. Yet, he will not be offering pizza. He

explained what he would be offering for food. Selectman Bunnell asked for clarification as to where the business was. It was mentioned that it's the former Neighborhood Deli in the Wilbraham Shoppes. Chairman Boilard asked when Mr. Setian would be opening his new business. Mr. Setian responded that he would like to open the business by August 17, 2015.

MOTION: Made (Bunnell) and seconded (Russell) to approve a 2015 Annual Food Establishment Permit and Common Victualer License to Arman's Deli, 2341 Boston Road, for food preparation and service; pending inspection by the Health Inspector. Approved 3-0.

Materials Referenced: Application for Food Establishment Permit and Common Victualer License, received July 29, 2015, from M. Setian, Owner of Arman's Deli.

OPEN SESSION

Town Administrator's Report

- Regional Board of Selectmen – Consideration of September 10, 2015 Meeting date

Town Administrator Breault reported that all the communities have been contacted and are able and willing to attend a Regional Board of Selectmen's meeting on September 10, 2015. He advised that the location of the meeting is yet to be determined. Town Administrator Breault also informed that the vendor who conducted the study and all the communities' fire chiefs are invited to attend the meeting, too. He further shared that the meeting can commence at 7:00pm. He asked the Selectmen which venue they would prefer: the library's Brooks Room or the High School's Library/Media Center. The room would need to accommodate thirty to forty people. Selectman Russell favored the High School's Media Center as being a good participatory environment with audiovisual features. Town Administrator Breault also reported that Senator Lessor's Office called to inform that the Senator would be available to attend the meeting as well.

Selectman Russell suggested that the members of the communities' regional dispatch also be invited to take part in the discussion. He then asked if there are any other topics or issues confronting all the communities that should be discussed, such as Chapter 70 or unfunded mandates. Selectman Bunnell suggested sending an email to invited parties to offer a few topics and have everyone prioritize the topics of interest.

Town Administrator Breault then asked the Board if they would like to meet for a demonstration of the Wilbraham Police Department's practice firing range. Selectmen agreed and expressed any time.

Town Administrator Breault provided an update on the solar project.

Board of Selectmen Updates

Selectman Bunnell mentioned that a resident inquired about the upcoming Hazardous Waste Day and if it would require having a Disposal and Recycle Center (DRC) sticker to participate in the event. According to Selectman Bunnell, DRC pays for the fees associated in participating in the Hazardous Waste Day event. Therefore, only sticker holders are allowed to participate in the Hazardous Waste Day. She is suggesting that the Town offer a one day DRC sticker/fee for residents to participate in this event as the resident in his email suggested. Selectman Bunnell seems to agree that this is a reasonable request. The Board agreed. Selectman Bunnell offered to bring the matter up with Edmond Miga, Town Engineer/Director of the Department of Public Works.

Citizens Open Forum

Suzanne McLaughlin, reporter from the Springfield Republican newspaper, asked about the newly appointed fire fighter candidate, Mr. Nothe's relation to the Fire Chief Nothe and Captain Nothe. Herta Dane, Human Resource Coordinator, answered the question for the Selectmen.

OLD BUSINESS

Town Counsel RFP

Chairman Boilard announced that the Town's longtime Town Counsel, Michael Hassett, retired. According to Chairman Boilard, the Town sent out a Request For Proposal to solicit for Town Counsel services so as to get information about legal firms who were interested in representing Wilbraham as Town Counsel. The Board of Selectmen spent time evaluating the candidates who submitted a proposal. He shared that it came down to deciding to hire a big, faraway firm as opposed to small, local firm. The Board decided to award the RFP to an attorney who

grew up in Wilbraham and lives close by. He announced that the Board was going to award the RFP to Stephen M. Reilly, Jr. from S. M. Reilly Associates, LLC. It was mentioned that the appointment will be for a one year term.

MOTION: Made (Bunnell) and seconded (Russell) to award the Request For Proposal for Town Counsel Services to Attorney Stephen M. Reilly, Jr., of S. M. Reilly Associates, LLC; and authorize the Town Administrator to proceed with notification and commencement of contract preparation and negotiations as deemed applicable. Approved 3-0.

Materials Referenced: Proposal submitted by S. M. Reilly Associates, LLC, on June 26, 2015 in relation to the Town of Wilbraham's Request For Proposal for Town Counsel Services.

Ongoing Appointments

- Finance Committee

Chairman Boilard mentioned that another member of the Finance Committee stepped down from his seat on the Committee. The Board recently interviewed Todd Luzi for a position on the Finance Committee. Chairman Boilard asked if the other Selectmen were comfortable in moving forward and appointing Mr. Todd Luzi to the Committee. All agreed. A motion was made.

MOTION: Made (Bunnell) and seconded (Russell) to appoint Todd Luzi to the Finance Committee for terms of three years, ending on June 30, 2018. Approved 3-0.

Materials Referenced: Citizen Reply Form received by T. Luzi, candidate for Finance Committee.

C41 S111F – Indemnifications

Chairman Boilard asked if there were any questions. No questions were offered.

MOTION: Made (Bunnell) and seconded (Russell) to indemnify John Siniscalchi for 1,128 hours lost from January 1, 2015 to July 31, 2015, according to MGL Chapter 41 Section 111F, for his injury on duty of May 14, 2014. Approved 3-0.

Materials referenced: Email, dated August 7, 2015, from H. Dane, Human Resource Coordinator; and memo, dated July 7, 2015, from R. Tucker relative to C41 S111F – Ptl. Siniscalchi.

NEW BUSINESS

Approve Memorandum of Agreement – IUOE, Local 98

A motion was made.

MOTION: Made (Bunnell) and seconded (Russell) to ratify the Memorandum of Agreement between the Town and the International Union of Operating Engineers, Local 98, dated August 10, 2015; and authorize the Chairman to sign the Memorandum of Agreement on behalf of the Board. Approved 3-0.

Materials Referenced: Memorandum of Agreement between the Town of Wilbraham and IUOE Local 98, dated August 10, 2015.

Approval of New Job Description, Title and Grade Placement for a Non-Union, Part-Time Position in the Selectmen's Office

Chairman Boilard asked if there were any questions. No questions were offered.

MOTION: Made (Bunnell) and seconded (Russell) to approve the job description for the part-time position of Office Clerk-Level 1, dated July 30, 2015 as submitted by H. Dane, Human Resource Coordinator. Approved 3-0.

Materials Referenced: Human Resource Clerk Job Description and Authorization to Hire Request Form, dated July 30, 2015, submitted by H. Dane, Human Resource Coordinator.

Approval of Hire Request – 1 Office Clerk-Level 1 (Selectmen's Office)

Chairman Boilard asked if there were any questions. None were offered.

MOTION: Made (Bunnell) and seconded (Russell) to approve the hire for a part-time position of 1 Office Clerk – Level 1 effective immediately. Approved 3-0.

Materials Referenced: Authorization to Hire Request Form, dated July 30, 2015, submitted by H. Dane, Human Resource Coordinator, relative to Human Resource Clerk.

Proposed Fee Schedule Changes - Town Clerk's Office

Chairman Boilard asked if there were any questions. No questions were offered. The Selectmen all agreed that they were comfortable with the proposed changes.

Materials Referenced: Letter, dated July 29, 2015, sent by B. Litchfield, Town Clerk, relative to proposed fee schedule.

Planning Board Requests for Comments/Recommendations on the Following Applications:

- Falcon Meadows Estates Subdivision Plan Application (Requires a Board of Health Recommendation)

Chairman Boilard asked if there were any further questions about the project. Selectman Bunnell explained the project to the audience and other Selectmen. It was mentioned that the Board of Health is required to provide comment or recommendations on this project because of the drainage project associated with the subdivision plan. The Board did not have any further recommendations. The Selectmen all agreed to let the project move forward.

Materials Referenced: Memo, dated July 28, 2015, from Planning Board, relative to the Subdivision Plan Application "Falcon Meadow Estates;" and related application and drainage report.

- 2 Woodlawn Road Expansion – Special Permit Application

The Board of Selectmen offered no comment or recommendations on the special permit application.

Materials Referenced: Memo, dated July 29, 2015, from Planning Board, relative to Special Permit Application (SP15-06) and accompanying documents.

Approval of a Termination of Easement – Washington Heights Subdivision

Chairman Boilard asked if there were any questions. Administrative Assistant Gaumond explained the request to terminate the easement at the Washington Heights subdivision. No questions were offered. A motion was made.

MOTION: Made (Bunnell) and seconded (Russell) to approve the following easement termination:

The Town of Wilbraham, for no consideration paid, holder of a certain easement described in a Temporary Cul-de-Sac Easement, dated June 6, 2012, and recorded in the Hampden County Registry of Deeds in Book 19295, Page 197, from Anthony Carnevale, Trustee of Washington Heights Realty Trust, a Massachusetts Declaration of Trust, dated April 10, 2012, and recorded in the Hampden County Registry of Deeds in Book 19207, Page 274, releases to the Grantor all of its rights under said Easement and hereby terminates its entire interest as dominant estate holder under said Easement;

And authorize the Chairman to sign on behalf of the Board the Easement Termination. Approved 3-0.

Materials Referenced: Memo, dated August 5, 2015, from J. Pearsall, Director of Planning and Community Development, relative to termination of easement at Washington Heights Subdivision; and email, dated August 5, 2015, sent by Attorney S. Maddaus, Mirick O'Connell, regarding termination easement.

Approval & Adoption of the Hazard Mitigation Plan Update 2015

A motion was made.

MOTION: Made (Bunnell) and seconded (Russell) to approve and adopt the Town of Wilbraham Hazard Mitigation Plan Updated 2015, dated August 10, 2015, and in accordance with MGL Chapter 40, as submitted by the Department of Public Works. Approved 3-0.

Materials Referenced: Email, dated August 3, 2015, from D. Grochmal, Engineering Assistant, regarding Hazard Mitigation Plan Update 2015 and related Plan.

Request to Waive Fees & Interest on Sewer Bill

A motion was made.

MOTION: Made (Bunnell) and seconded (Russell) to approve the waiving of late fees and interest of sewer bills related to Susan Hucul, 4 Nokomis Road, as a result of clerical error on the account. Approved 3-0.

Materials Referenced: Memo, August 10, 2015, from E. Miga, Town Engineer/Director of DPW, relative to request to waive fees and interest on a sewer bill.

Acceptance of Resignation of Special Employee

Chairman Boilard announced the next agenda item. He asked if this leaves the Town in need for someone to provide this service. Administrative Assistant Gaumond informed that the former Sealer of Weights and Measures has already completed all the inspections for 2015. There are a couple of matters still in need of attending to; however, Mr. Petzold, former Sealer of Weights and Measures, has agreed to attend to those matters on a voluntary basis until the Town is able to appoint a new person to the position. Chairman Boilard acknowledged that the Town has some time to find fill the position.

MOTION: Made (Bunnell) and seconded (Russell) to accept the resignation of Gary Petzold as Sealer of Weights and Measures as of August 8, 2015. Approved 3-0.

Materials Referenced: Letter, dated August 6, 2015, from G. Petzold, former Sealer of Weights and Measures, regarding resignation from position.

Acceptance of Employee's Retirement – Assessor's Office

A motion was made.

MOTION: Made (Bunnell) and seconded (Russell) to accept the retirement of Katherine Bruno from the position of Administrative Clerk in the Assessor's Office, effective as of October 16, 2015. Approved 3-0.

Materials Referenced: Letter, dated July 17, 2015, from K. Bruno, Administrative Clerk, Assessor's Office, regarding retirement notice.

Authorization to Hire Administrative Clerk – Assessor's Office

Selectman Bunnell asked if someone can be hired before the current Administrative Clerk leaves her position. Coordinator Dane confirmed that there will be an overlap of employees in the position for training purposes.

MOTION: Made (Bunnell) and seconded (Russell) to authorize the hire for the position of 1 Administrative Clerk in the Assessor's Office effective immediately. Approved 3-0.

Materials Referenced: Authorization to Hire Request Form, dated July 30, 2015, submitted by H. Dane, Human Resource Coordinator, relative to Administrative Clerk position in the Assessor's Office.

LICENSING AND OTHER APPROVALS

Forest Stewardship Event – MA DCR/MA Woodlands Institute

- Application and Notice for a Charitable or Non-Profit Event

Selectman Bunnell announced that this event is being organized by Doug Hutcheson, Wilbraham's own Town Forester. She mentioned that it is the 250th Anniversary of Town Foresters. Last year, the annual meeting was held out east. However, in light of everything done with regard to forest management since the tornado, it was decided that it would be great to hold the event out here in Wilbraham. Selectman Bunnell informed of the venue and agenda of the event, which entails holding workshops at the high school, a trip into an area in Wilbraham to view the forest and then vendors and a beer tasting of local breweries will be held at Fountain Park. According to Selectman Bunnell, Mr. Hutcheson will be attending the next Selectmen's meeting to explain more about the event.

MOTION: Made (Bunnell) and seconded (Russell) to approve the Massachusetts Department of Conservation and Recreation and Massachusetts Woodland Institute's request to hold a public event, *Forest Stewardship Conference*, on September 27, 2015, at Minnechaug Regional High School, 621 Main Street, 9:00am to 1:15pm, and at Fountain Park, 883 Tinkham Road; from 1:30pm to 6:30pm, pending public safety officials' review. Approved 3-0.

- Section 14: Special One Day Liquor License

MOTION: Made (Bunnell) and seconded (Russell) to grant a Special Alcohol Service Section 14 (one-day wine and malt beverages) License to Emily Boss of Massachusetts Woodland Institute for use at a public event, *Forest Stewardship Conference*, at Fountain Park, 883 Tinkham Road, on September 27, 2015, between the hours of 4:00 PM and 6:00 PM. Approved 3-0.

- Temporary Food Establishment Permit

MOTION: Made (Bunnell) and seconded (Russell) to grant a temporary food establishment permit to Dana's Grillroom for food preparation at a public event, *Forest Stewardship Conference*, at Minnechaug Regional High School Cafeteria, 621 Main Street, on September 27, 2015, between the hours of 12:30 PM and 1:15 PM. Approved 3-0.

Materials Referenced: Application and Notice for Charitable or Non-Profit Event, Application for Temporary Food Establishment Permit and Application for Special Alcohol Service Section 14 License, all dated August 4, 2015, submitted by E. Boss, from Massachusetts Woodland Institute.

Application for a 1 Day Entertainment License – Girl Scouts of Wilbraham (9/19/15)

Chairman Boilard asked if there were any questions. No questions were offered.

MOTION: Made (Bunnell) and seconded (Russell) to approve a one day Entertainment License to Girl Scouts of Wilbraham (Judy Putnam & Julie Low) to allow a bounce house from Jumpin Jax Rentals at a private picnic for the local girl scouts, scheduled for September 19, 2015, from 10:00am to 3:00pm, at Spec Pond Pavilion, 2540 Boston Road. Approved 3-0.

Materials Referenced: Application for Entertainment License (event), received July 30, 2015, submitted by J. Putnam from Girl Scouts of Wilbraham.

Identification Sign Request on Highland Avenue – Community Family Church

Chairman Boilard announced to the audience that this agenda topic would be tabled until further information could be obtained.

Materials Referenced: Identification Sign Request Application from Pastor D. Daviau and accompanying document.

2 (1 Event) Entertainment License Applications - Krazy Jakes

Chairman Boilard announced the next agenda item. Administrative Assistant Gaumond explained that one license would be for entertainment during a celebration of National Ice Cream Day and the other license was being requested for a private birthday party. Chairman Boilard asked if there were any questions. None were offered.

MOTION: Made (Bunnell) and seconded (Russell) to approve a one day Entertainment License to Scott Stawas from Krazy Jake's to allow live music, scheduled for August 19, 2015, from 8:00pm to 10:30pm, at Krazy Jake's, 2537 Boston Road. Approved 3-0.

MOTION: Made (Bunnell) and seconded (Russell) to approve a one day Entertainment License to Scott Stawas from Krazy Jake's to allow live music, scheduled for August 26, 2015, from 7:30pm to 10:00pm, at Krazy Jake's, 2537 Boston Road. Approved 3-0.

Materials Referenced: Two Entertainment License Applications (2 events), dated August 24, 2015, from S. Stawas, Owner, Krazy Jake's.

MINUTES OF MEETINGS

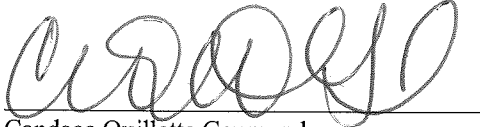
<u>June 1, 2015</u>	<u>March 7, 2015</u>
<u>June 15, 2015</u>	<u>April 13, 2015</u>
<u>June 29, 2015</u>	<u>May 18, 2015</u>
<u>July 27, 2015</u>	<u>June 29, 2015 executive session</u>
<u>June 15, 2015 executive session</u>	
<u>July 27, 2015 executive session</u>	
<u>July 13, 2015 executive session</u>	

Chairman Boilard asked if there were any corrections or additions to the minutes of March 7, 2015, April 13, 2015, and the executive session minutes of June 29, 2015. No changes were offered. (The minutes of May 18, 2015 were tabled.)

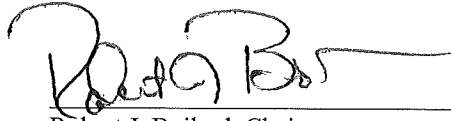
MOTION: Made (Bunnell) and seconded (Russell) to accept the minutes of March 7 and April 13, 2015; and the executive session minutes from June 29, 2015 as submitted. Approved 3-0.

Materials Referenced: Draft minutes of March 7, 2015, April 13, 2015 and draft executive session minutes of June 29, 2015, as submitted by C. O. Gaumont, Administrative Assistant to the Town Administrator and Board of Selectmen.

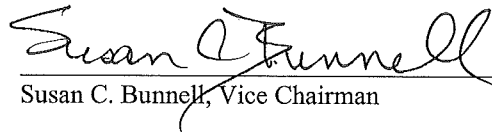
Having no further business, the Board of Selectmen adjourned at 8:50 pm.



Candace Ouillette Gaumont,
Administrative Assistant to the TA/BOS



Robert J. Boilard, Chairman



Susan C. Bunnell, Vice Chairman



Robert W. Russell, Clerk